



Research
Manitoba
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Dr. Dick Smith Postdoctoral Fellowship in HIV Epidemiology Program Guide

**Last updated:
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1. Preface

Research Manitoba is a provincial funding agency which provides funds for research and innovation in health, natural sciences and engineering, and social sciences and humanities in Manitoba. Through funding received from the Province of Manitoba, Research Manitoba facilitates a number of research grants and awards programs.

2. Purpose

In honour of the esteemed legacy of Dr. Dick Smith, a visionary pioneer in HIV/AIDS patient treatment and education in Manitoba, Research Manitoba has established the Dr. Dick Smith Postdoctoral Fellowship in HIV Epidemiology. This fellowship aims to support an exceptional postdoctoral researcher dedicated to advancing the understanding and management of HIV epidemiology in Manitoba. Dr. Smith's tireless efforts and groundbreaking contributions in HIV/AIDS patient care, coupled with his impactful strides in public education initiatives surrounding HIV, serve as the guiding inspiration for this fellowship.

The successful candidate will be committed to innovative research in HIV epidemiology and conduct research focused on Manitoba data, outcomes and demographics with an emphasis on Manitoba specific opportunities for improvements related to HIV/AIDS prevention, treatment and education. This fellowship will focus on communities disproportionately impacted by HIV/AIDS and may include research in areas such as disease transmission dynamics, prevention strategies, treatment interventions, community engagement and healthcare disparities.

Candidates from underrepresented communities, including IBPOC (Indigenous, Black, people of colour) communities are encouraged to apply and will be prioritized. The successful applicant will have the opportunity to contribute their expertise and dedication to furthering our collective understanding and combatting the challenges posed by HIV/AIDS in our communities.

3. Award Amounts and Duration

The Dr. Dick Smith Research Postdoctoral Fellowship in HIV Epidemiology is an award that one postdoctoral fellow will be eligible to hold for a maximum of **one (1) year**. Postdoctoral fellowships are awarded on a competitive basis and are valued at \$60,000.

Funding decisions will be announced in the spring of 2025 and the start date for successful awards is **September 1, 2025**. All funding decisions are final.

4. Application Deadline

Application Deadline: **Monday, November 18, 2024 (4:00 p.m. CDT)**

Assessor Letters and Transcripts Deadline: **Monday, December 2, 2024 (4:00 p.m. CDT)**

5. Eligibility

All applicants must meet the following criteria to be considered for support:

- i. Hold, as of September 1, 2025, either a PhD degree or equivalent;
- ii. Not have more than three (3) years of post-PhD cumulative experience and/or research training by the competition deadline (this calculation is based on the first PhD degree

obtained, regardless of discipline, either course-based or research-based). Interruptions, delays or post-degree clinical training in post-PhD cumulative experience and/or research training may be considered in determining eligibility if information on the interruption is provided;

- iii. Apply with a supervisor who is a university faculty member;
- iv. Undertake the fellowship on a full-time basis in the Province of Manitoba;
- v. Undertake the fellowship in a research environment different from their doctoral or previous postdoctoral work OR clearly demonstrate that this postdoctoral training is complementary to their previous training;
- vi. Not simultaneously hold any major awards for salary purposes for the term of the Health Research Postdoctoral Fellowships; and
- vii. Not simultaneously hold a university faculty appointment or equivalent.

6. Other Sources of Income (Employment and Other Awards)

During the tenure of this award, Research Postdoctoral Fellows are not permitted to hold another major salary award. Major awards are defined as any studentships, stipends, grants, and/or bursaries that exceed 50% of the Research Manitoba stipend AND are awarded to the applicant for the same research submitted to the Dr. Dick Smith Postdoctoral Fellowship in HIV Epidemiology competition. Awards exceeding 50% of the Research Manitoba stipend not related to the submitted research may be eligible to be held simultaneously with a Dr. Dick Smith Postdoctoral Fellowship in HIV Epidemiology Award. Examples of this include volunteer awards and other non-academic awards

With the approval of the Research Postdoctoral Fellows' supervisor, they may engage in, and be remunerated for, limited (up to four (4) hours per week) non-research academic activities which contribute to their development as an independent investigator.

7. Application Requirements

Applications for the Dr. Dick Smith Research Postdoctoral Fellowship in HIV Epidemiology require the following information to be included:

- i. **Lay Summary of Research Project (maximum 2,000 characters):** Provide a non-technical summary of your research and how it pertains to HIV epidemiology, written in simple and clear language suitable for a lay audience reading at a sixth-grade level. It is recommended that applicants utilize a readability tool, such as the [Flesch Kincaid Calculator](#), to assess the reading level of their lay summary. This fellowship is seeking candidates committed to innovative research in HIV epidemiology, with a focus on:
 - Manitoba data, outcomes and demographics in relation to HIV epidemiology
 - Communities in Manitoba that are disproportionately impacted by HIV/AIDS
 - Manitoba specific opportunities for improvements of HIV/AIDS prevention treatment and education.

- ii. **Research Project Description (maximum three pages, not including appendices):** Clearly indicate the rationale and methodology for the proposed study.
- Figures used within the Project Description do not count towards the page limit. Where figures are used within the Project Description, additional space equivalent to the size of the figure(s) may be used for narrative.
 - Any materials provided in the appendices must be supplementary in nature, such as references and/or figures. The appendices must not be used as a means to provide essential details of methods or study rationale that would normally be included in the Research Project Description.
- iii. **Assessor Letters:** Each candidate must arrange to have **three (3)** individuals agree to provide supporting letters for their application. These letters should speak to the applicant's academic accomplishments and aptitude for research.
- **Note:** Referees upload Letters of Assessment directly to the [Grant Management System](#). Applicants need to add each of the three (3) referee's names and active email addresses in the application form. Once an application is submitted, referees will be automatically sent an email with an embedded link. The referee must go to the linked page and upload their signed PDF letter by the Assessor Letter and Transcript deadline. See [Referee Instructions](#) for additional information. If the email is not received by the Referee, the Referee can send their Letter of Assessment to the Helpdesk@researchmb.ca email address in a PDF format prior to the Assessor Letter and Transcript Deadline.
- iv. **Research Training Environment & Applicant Training Expectation (maximum 2,000 characters):** In consultation with your Supervisor, outline below the strengths of the proposed research training environment and your own individual training expectations as they relate to your future career goals.
- v. **Special Circumstances Affecting Your Research Productivity (maximum 500 characters)**
- vi. **Transcripts:** Up-to-date official transcripts of all studies (both complete and in-progress) at the doctoral (PhD) level and/or Health Professional degree (or equivalent) are required.
- Up-to-date official transcripts are to be e-mailed to helpdesk@researchmb.ca by the Assessor Letters and Transcripts Deadline (**Monday, December 2, 2024, at 4 p.m. CDT**). Applicants can provide e-copy transcripts in any of the following ways:
- Transcripts e-mailed directly from the academic institution to Research Manitoba;
 - Transcripts e-mailed to the applicant from the academic institution, and then forwarded to Research Manitoba (please include the original email from the academic institution in the forwarded e-mail);
 - Hard copy transcripts uploaded by the applicant and e-mailed to Research Manitoba. Retain the paper copy of any uploaded transcripts, as you may be asked to provide it for verification purposes.

International Transcripts

- Applicants with international (outside Canada and the USA) transcripts may request the Manitoba institution they are currently accepted to, to email Research Manitoba a copy of the official transcript(s) used for acceptance into their current program. This would be in lieu of requesting a new transcript from their international institution
- Students with international degrees must also request an email showing their GPA as calculated by their institution in Manitoba be sent directly from the institution to Research Manitoba.

Up-to-date transcripts are defined as transcripts dated or issued in the fall session of the year of application (if currently registered) or after the last term completed (if not currently registered).

International transcripts not in English must be accompanied by a certified English translation and a clear explanation of the grading system.

If you do not provide an up-to-date official transcript(s), your application will be deemed ineligible.

Canadian Common CV (CCV): An updated Research Manitoba Canadian Common CV (no older than six (6) months) is required from **both** the applicant and supervisor for submission. Publication and funding updates are accepted via email up to the day before the review committee meets. Please email Helpdesk@researchmb.ca with relevant updates after the application deadline.

For support completing your application and CCV please see the [Trainee Grant Management System \(GMS\) User Guide](#).

8. Assessment Criteria

Applications are evaluated in a competitive peer-review process that considers the following criteria:

- i. Potential of the applicant. Key aspects that will be of particular note to the review committee include:
 - The education history and trajectory of the applicant;
 - The training and experience of the applicant;
 - Academic achievement (e.g., a strong GPA above 4.0);
 - Research Output (e.g. publication of peer-reviewed manuscripts, publication of community-based reports, conference presentations/posters, etc.);
 - Strong letters of support;
 - The ability of the applicant to successfully complete the project.
- ii. The quality of the proposed research project including the importance and originality of the research problem and the information sought, the adequacy of the research design, feasibility and promise of the methods proposed;
- iii. The quality of the applicant's research environment including the suitability of the facility, strength of the supervisor's research program and potential for candidate to develop research skills and expertise.

9. Regulations, Policies and Other Information

Research Manitoba reserves the right to determine the eligibility of applications, based on the information therein. Research Manitoba also reserves the right to interpret the regulations and policies governing its funding opportunities.

All applicants and grant holders must comply with the regulations set out in the Research Manitoba [Finance and Administration Guide](#).

Research Manitoba provides information sessions on our awards. Please contact your Faculty of Graduate studies for information on upcoming sessions or to request a session. We also provide grant writing tips on our [YouTube channel](#).

10. Contact Information

For questions regarding the application, submission process and the Research Manitoba GMS, please contact:

Research Manitoba Help Desk

helpdesk@researchmb.ca

Monday – Friday – 8:30 a.m. to 4:30 p.m. Central Time

Appendix A: Health Research Postdoctoral Fellowship Application Checklist

Please see the [Trainee GMS User Guide](#) for additional support on the GMS and the CCV.

- ☐ Carefully review the eligibility requirements to ensure you are eligible to apply.
- ☐ Determine which transcripts you will need to submit and order official transcripts from each institution.
- ☐ Complete or update your Research Manitoba Canadian Common CV (CCV) and attach it to your GMS account.
- ☐ With the guidance of your supervisor, complete the detailed description of your proposed research project.
- ☐ With the help of your supervisor, select three (3) people to write letters of reference for you. Send your referees the [Referee Instructions](#) available on the Research Manitoba website.
- ☐ On the **Letters of Assessment** page in your application, provide the names and email addresses of the three (3) individuals who have agreed to provide letters.
- ☐ Ensure your supervisor does the following:
 - Creates their own GMS account (if they do not already have one)
 - Provides you with their GMS account email
 - Submits an updated Research Manitoba CCV, ensuring that it is attached to their GMS account
- ☐ Ensure your supervisor knows they must consent to your application from their GMS portfolio before your application can be submitted
- ☐ Send your supervisor the [GMS User Guide for Supervisors and Department Heads](#)
- ☐ Ensure your Department Head does the following:
 - Creates a GMS account (if they do not already have one)
 - Provides you with their GMS account email
- ☐ Ensure your Department Head knows that they will be receiving an email confirming that your supervisor has approved your application and that they will need to consent to your application from their GMS portfolio
- ☐ Send your Department Head the [GMS User Guide for Supervisors and Department Heads](#)
- ☐ Ensure that both your supervisor and Department Head have consented to your application, then submit your completed application before **4:00 p.m. CDT, Monday, November 18, 2024.**
- ☐ Ensure that an electronic copy of the required transcript(s) are received by Research Manitoba before **4:00 p.m. CDT, Monday, December 2, 2024.** Transcripts are to be emailed to the Research Manitoba Help Desk (helpdesk@researchmb.ca).
- ☐ Confirm within your GMS Portfolio page that the three (3) supporting letters have been uploaded directly by your Referees into the GMS before **4:00 p.m. CDT, Monday, December 2, 2024.**